

Instructions for Application and Request for Public Data

Fill out the form and describe the information requested as completely as possible. Be sure to include a telephone number where we may contact you with additional questions.

Send the completed, signed request to:

Research Director
Fourth Judicial District Court
C-1252 Hennepin County Government Center
300 South Sixth Street
Minneapolis, MN 55487-0421

After receipt of the request, we will determine an approximate cost. We will then call the requestor with that cost estimate.

Generally, requests can be filled in two weeks.

Application and Request for Public Data Fourth Judicial District - Hennepin County

Notice to Requestor: This application will be processed and evaluated in accordance with the Fourth Judicial District Data Dissemination Policy. Once submitted, this application and the information contained herein shall become a public record subject to disclosure.

Part I

Name of Requestor _____ Title _____

Address of Requestor _____

Phone Number _____ Dated of Request _____ Request needed by _____

This request is being made for records in the following area(s):

☐ Civil

☐ Probate

☐ Criminal

☐ Housing Court

☐ Conciliation Court

☐ Juvenile Court

☐ Other(Includes non-computerized records)

Describe information requested (Be specific)

Time parameters of requests:

FROM _____ TO _____
month day year month day year

Reason the information is wanted (optional, to be used for statistical purposes only)

Agreement

It is understood that the fourth Judicial District, the District Administrator, or court staff are not responsible for any misrepresentation in the information provided to the requestor and are not liable for any use, disclosure or intentional or unintentional dissemination of this information. The undersigned requestor further agrees to pay, unless payment has been waived, the cost of processing this request.

Signature of Requestor

Part II - Response to Application and Request for Data (Court Use Only)

You are hereby notified that your application has been processed and evaluated in accordance with the Fourth Judicial District's Data Dissemination policy, and it is,

☐ Granted

☐ Denied

If denied, the reason(s) for denial is/are as follows:

☐ Training for customer access

☐ Potential disruption of the ongoing business of Court

☐ Cost

☐ Court and/or Information Service's Time

Comments _____

The estimated cost for fulfilling your request is \$ _____. Payment and/or authorization is required before processing.

Return request to _____ Date _____

Court Administrator/Designee

Address: _____ Phone: _____